

**Clinical Directorate of Laboratory Medicine, Beaumont Hospital**

**Doc No:** QF-GEN-0035      **Revision** 2      **Active Date** 19<sup>th</sup> September 2015

**CONFIRMATION OF GP DETAILS FORM**

**Name:** \_\_\_\_\_

**Practice:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Surgery Number:** \_\_\_\_\_

**Mobile Number\*:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

\* Please note that we are not in a position to accept requests for services from GPs unless a mobile phone number is provided. A mobile phone number is required to ensure that urgent clinically significant results are transmitted to the requesting clinician. This number will only be used as outlined in the attached letter.



## BEAUMONT HOSPITAL

P. O. Box 1297 Beaumont Road Dublin 9  
Telephone: 809 3000 / 837 7755 Facsimile: 837 6982

Dear Doctor,

Further to the notification enclosed we are requesting completion of the attached "Confirmation of GP Details" form. The purpose of this form is to ensure the Clinical Directorate of Laboratory Medicine has up-to-date contact information for regular users of the laboratory.

For your information, contact details provided to us will be used as follows:

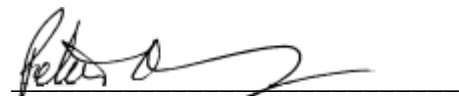
1. Name/address will be used for any postal communication including posting of results and other important information.
2. E-mail address will be used to communicate with GPs on urgent non-clinical issues e.g. where an unexpected reduction in service is envisaged. This is to ensure that GPs and Practices can plan appointments appropriately and to ensure that patients are not required to reattend for phlebotomy.

E-mail may also be used in the circulation of other information, with the exception of patient reports, as the need arises.

3. Surgery number will be used for communication of results requiring clinical attention within surgery/practice working hours.
4. Mobile number will be used for communication of results requiring clinical attention outside of surgery/practice working hours. This is particularly important as resulting of GP samples occurs throughout the laboratory routine day (8am-8pm). Procedures are in place to ensure that unnecessary contact is not made and this is achieved through discussion of the clinical situation with the relevant Consultant Pathologist prior to communication being made with the GP. The laboratories are endeavouring establishment of communication routes through D-Doc but this would not be successful in all cases e.g. where D-Doc are not responsible for a GP's patients, etc. The critical values which require phoning are pre-defined within the laboratories in accordance with accreditation standards and they are necessary to ensure patient safety. Communication with GPs outside of routine hours is kept to a minimum and a mobile phone number will only be used where results require urgent clinical attention and the GP is not contactable at the surgery/practice or through D-Doc.

We would appreciate your co-operation in completing this form, at your earliest convenience. If you wish to discuss use of any information collected during this process, or any other element of the laboratory service provided, please contact Peter O'Leary – [peteroleary@beaumont.ie](mailto:peteroleary@beaumont.ie)

Many thanks,



Mr. Peter O'Leary  
Laboratory Manager